

**YUOK TRIBE-JOB DESCRIPTION**  
**Head Start/Child Care Site Supervisor**

|   |  |         |                              |             |                              |
|---|--|---------|------------------------------|-------------|------------------------------|
| Job Title:  | <b>Head Start/Child Care Site Supervisor</b>                 |         |                              | Job Grade   | <b>7</b>                     |
| Department  | <b>Education</b>   | Program | <b>Head Start-Child Care</b> | Location    | <b>Klamath-Ke'pel-Eureka</b> |
| Reports To:   | <b>Head Start Manager and/or Assistant Education Manager</b> |         |                              | FLSA Status | <b>Non-Exempt</b>            |
| ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE |  |         |                              |             |                              |
| Salary Range  | <b>\$22.55-29.42</b>   |         |                              |             |                              |

**POSITION SUMMARY:**

Incumbent is under the general supervision of the Head Start Manager and/or the Assistant Education Manager. Incumbent is responsible for supervision of daily operations of the Yurok Tribe Early Childhood Education Site, supervision of teaching staff, cook, bus drivers, substitutes, student workers and volunteers. The site supervisor is also responsible for planning and implementing direct services to Head Start/Child Care children and their families as prescribed by the Head Start Performance Standards, Child Care Policies and Procedures and Community Care Licensing (if a licensed facility). In addition, the Site Supervisor is formally assigned management functions of the Health and safety of the children and staff at the center including following IHS & Caring for our Children Basics policies and procedures

**DUTIES AND RESPONSIBILITIES:**

1. Ensures that the nutrition services content area is properly implemented at the site.
2. Consults with the Head Start Director and other Head Start staff regarding child and/or family crisis intervention and case conferencing.
3. Collaborates with all Head Start staff in ongoing recruitment of eligible children and their families.
4. Assists in conducting the annual community assessment and provides input on program planning, management, and design by utilizing the findings of the community.
5. Maintains and updates confidential child and/or family files and records.
6. Assists in the preparation of program reports, records, and grant applications.
7. May be assigned supervisory responsibilities in the absence of the Head Start Director.
8. Provides a monthly statistical report to the Head Start Director by the 5<sup>th</sup> of each month.
9. Responsible for the implementation and maintenance of records for the Child and Adult Care Food Program.
10. Other duties as may be required to meet the needs of the Head Start Program.
11. Reinforce the Yurok Tribe's personnel policies, including staff attendance, employee performance and feedback, as well as all other personnel policies.
12. Monitoring staff attendance and Schedule ensuring classroom staffing stay in ratio at all times
13. Completing Staff evaluations, (3months, 6 months, and annually or as needed)

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14. Working with Education Coordinator, Managers to implement necessary staff training based on observations from Education Coordinator and Site Supervisor. (Required trainings as well as case by case need).
15. Tracking and Entering individual site staff trainings into Child Plus
16. Work with Education Coordinator and Teachers to complete Individualized Professional Development Plans.
17. Work with FSC to keep up to date records of licensing files, and ensuring State Licensing Guidelines are followed. (Roster, unusual incident, orientation files, etc).
18. Maintain inventory at site.
19. The Site Supervisor is responsible for helping the FSC facilitate space for health, dental and mental health screenings for site children within 45 days (30 days for licensed facility) of enrollment with local Health Agency
20. Communicate to Program Manager, Facilities Manager, etc any repairs that need to be done in a timely manner; complete Maintenance Requests. Act as the liaison between all vendors and the center
21. Work with Assistant Program Manager to ensure F-2 and P.O.'s is being processed.
22. Complete the annual Immunization Assessment for Department of Public Health
23. Maintain Lic 500 – Personnel Report for the center
24. Maintain (partnering with the FSC) the center Roster
25. Work with FSC and Education Coordinator to review and track Incident Reports, make Behavioral Plans and/or Teaching adjustments, trainings, etc when behaviors become a pattern or are beyond the typical scope of classroom behaviors seen in preschool.
26. Create/maintain Staff Professional Development in collaboration with the Ed coordinator.
27. Will deal with any immediate concerns of staff, then follow the chain of command if necessary.

**MINIMUM QUALIFICATIONS:**

- Experience with or knowledge of the Head Start program Performance Standards.
- Experience working within a Native American community.
- Knowledge of history, culture and traditions of Native American Tribes of Northwest California particularly the Yurok Tribe.
- Experience in computer word processing.
- Possess effective interpersonal and leadership skills.
- Possess well-developed verbal and written communication skills and abilities.
- Possess well-developed organizational skills.
- Possess ability to work under conditions of minimum supervision.
- Demonstrated ability to work with supervisor, coworkers, families and community organizations.

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**EDUCATION/EXPERIENCE:**

A bachelor degree in Early Childhood Education and one (1) year specialized experience OR (for non-licensed sites ONLY)

Equivalent combinations of education and experience such as an Associates of Arts/Science degree in Early Childhood Development and experience or training in community-based agencies serving children and families or related occupational fields such as social services, health, nutrition and/or education are qualifying for this position.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. All applicants will acknowledge and follow all Yurok Tribe personnel and other policies and procedures.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
4. Must provide documentation of a pre-employment and annual health screening showing that the employee is free of communicable diseases and is physically capable of doing the job.
5. Must provide pre-employment and annual documentation of a negative TB test or chest x-ray, no later than 7 days following the date of hire.
6. Must provide (within thirty days) documentation of immunization or immunity for all currently recommended childhood immunizations. If employee is missing required immunizations the must be completed within six months of hire.
7. Must provide (within thirty days) documentation of receiving Hepatitis B vaccine. The entire series of Hepatitis B immunizations must be completed within six months of hire.
8. Must possess, or be willing to obtain within 30 days, a certification in Infant & child, pediatric, Community, or Universal First Aid and CPR through a qualified EMSA training program as prescribed by Community Care Licensing. Must maintain valid First Aid and CPR cards during duration of employment.
9. Must provide documentation of 15 hours of Health and Safety training as prescribed by Community Care Licensing. Hours from current first aid and CPR certificates count toward this requirement. (EMSA approved training)
10. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing, or provide fingerprints and a Child Abuse Index Check prior to the first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.
11. If necessary, must adhere to a professional development plan with goals, objectives and timelines that includes the attainment of beginning level Yurok Language proficiency as determined by the Yurok Language Program.

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12. This position will collaborate with the Yurok Tribe Child Care Program including but not limited to working in the Child Care Classroom as needed to meet teacher-child ratio's and attending joint trainings.
13. All reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.
14. Must attend Head Start trainings.
15. Must abide by HS staff Standards of Conduct including maintaining strict confidentiality of child and family records.
16. Must have a valid state issued driver's license (CA or OR) and be insurable through the Tribe's insurance agency.
17. This position may be required to work full year full day.
18. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES.
19. Must be able to pass a basic Yurok Tribe Language test that meets the Yurok Language pre-school frameworks.
20. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
21. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
22. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.
23. VISION REQUIREMENTS:
  - Close vision (clear vision at 20 inches or less).
  - Color vision (ability to identify and distinguish colors).
  - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
  - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures – personnel, vehicle usage,

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procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date